**Project Progress Report**

**Name of Project:**

**Date of report: *Click or tap to enter a date.***

**General guidance** (please delete the guidance box on the final version submitted).

* The PPR template is developed according to [**POPP**](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Implement_Report.docx&action=default) as well as guidance from BRH and OAI.
* **Scope of application**. The template of project progress report (PPR) is applicable to general project progress report of UNDP China, incl. those report on a quarterly basis (i.e. “QPR”) and annual basis (i.e. “APR”). The template shall come into effect on Nov 18, 2020.
* **Frequency**. According to [**POPP**](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Implement_Report.docx&action=default), the project manager must submit project progress reports to the project board **at the agreed frequency stated in the project document**, **at least once per year** (i.e. APR). Additional donor, UN pooled fund or vertical fund reporting may be required, according to policies and guidance agreed with partners/funds.
* **Timeline. (1) If a project adopts both QPR and APR, please submit the completed QPRs by the end of the first month of the next quarter latest (i.e. by April 30 for Q1, July 31 for Q2, Oct 31 for Q3). Feedbacks will be given shortly after the submission. The final version of APR shall be submitted in Q1 next year. The project may set dedicated deadline of submission that is no later than the aforementioned dates. (2) If a project adopts APR only, please submit the draft APR by Nov 30 to capture progress till then for initial quality review by M&E team, following which, feedbacks will be given in Dec. The final version of APR shall be submitted in Q1 next year.**
* **Language.** The PPR template is available in English and Chinese, of which the English version is a must, i.e. prog colleagues shall ensure at least the English report is available. The English version shall prevail in case of any discrepancies between the two versions.
* **Update.** The PPR template is subject to future update in response to the actual demands.

# A. PROJECT PROFILE AND FINANCIAL FIGURES

|  |  |
| --- | --- |
| **Award ID** |  |
| **Output ID** |  |
| **Project duration** |  |
| **Reporting period** |  |
| **Implementing partner** |  |

|  |  |
| --- | --- |
| **Relevant CPD output** | *Choose an item.* |
| **Relevant SP output** | *Choose an item.* |

**Guidance**. Please ensure data below are in line with the Atlas.

|  |  |
| --- | --- |
| **Annual budget** |  |
| **Expenditure (to date)** |  |
| **Delivery rate (to date)** |  |

# B. RESULTS AND PROGRESS TOWARDS THE ANNUAL WORK PLAN

**Guidance**.

* On the “**Project output statement**”, please stick to those project outputs and activities stated in the annual work plan.
* On the “**Result,** **backed up by evidence and segregated data**” columns, please focus on the results of the project (instead of the “process”) and clearly communicate any results/changes the project has achieved using disaggregated data. Please describe the progress and achievements towards the workplan, as well as the relevant CPD/SP outputs. Please also **specify relevant and credible evidence** to back the result and data reported. The evidence could bez field visit report, meeting minutes, press release, etc. External evidences are encouraged.
* On the “**key lesson learned**” column, please describe the key lessons learned that can be fed into implementation for future years. It could be good (what worked well and what factors supported this success) as well as bad lessons (what not to do again or how things could have been done differently/better).
* On the “**Financial Updates**” column, please provide the key financial information, incl. budget and expense, for activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project output statement** | **Results, backed up by evidence and segregated data** | **Key lessons learned** | **Financial data (USD)** | **Status** |
| **Annual Budget** | **Expense (to date)** |
| Output 1 [xxx] *[e.g. Investment activities Implementation]* | [xxx] *[e.g.* *In 2019, ISA manager conducted on site technical support and verification for the equipment install and trial production situation for* ***17*** *project enterprises. By the end of 2019, 17 beneficiaries have finished the trail production. 1 beneficiary (ABC Co.) finished trial production and documents that submitted has been approved by the government. The third payment of ABC Co. was disbursed in second quarter.]* | [xxx]*[e.g.* *Cooperation with related industrial association, academic institutes and enterprises is significant to the implementation of the Environmental Protection Plan.]* | [xxx]*[e.g. 2,682,652]* | [xxx]*[e.g. 681,114]* | [xxx]*[e.g. On track]* |
| Activities 1.1 [xxx]*[e.g. Signing conversion contracts of 247 tonnes with 2-5 enterprises]* |
| Activities 1.2 [xxx]*[e.g. Contracts implementation for contribution to the 272.7 tonnes phasing out target of 20xx]* |
| Output 2 |  |  |  |  | *Choose an item.* |
| Activities 2.1 |
| Activities 2.2 |
| Output 3 |  |  |  |  | *Choose an item.* |
| Activities 3.1 |
| Activities 3.2 |
| [+] |  |  |  |  | *Choose an item.* |

# C. RISK ENCOUNTERED

**Guidance**.

* Please populate the offline matrix with those risks as identified on the pro doc, and update the status. Please bring in or strike out a risk, if it’s recently found or addressed.
* Following the finalization and submission of this report, please ensure the risks are updated in **Atlas**.
* The Risk Register should be maintained and updated as needed, but **at least once a year**.
* Please refer to the “Guidance” row below, for more technical guidance on populating the matrix.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Category**  | **Description** | **Risk Valid Period** | **Risk Level - Impact &****Likelihood** | **Treatment(s)** | **Owner** | **Treatment Status** |
| **Guidance** | **Primary Category:***Social and Environmental* *Financial**Operational* *Organizational**Political**Regulatory**Strategic**Other**(In Atlas* *each* ***Primary Category*** *has its respective* ***Secondary Category,*** *please select the categories of risk from the list)* | Give a brief description of the risk*(In Atlas, enter in the* ***“Causes”,*** *“****Event”****, and* ***“Impacts”*** *fields.)* | When does this risk valid from and when does it valid to?e.g. from 01/01/2020 to 30/11/2024*(In Atlas, select date.)* | Indicate the level of impact and likelihood of the risk Enter Impact (I) and Likelihood (L) on a scale from 1 (low) to 5 (high) e.g. I = 1; L = 3*(In Atlas, select the* ***level of impact*** *and* ***likelihood*** *from the list.)* | What actions have been taken/will be taken to counter this risk*(In Atlas, use the treatment box. This field can be modified at any time* ***unless the treatment status is “Completed”****. Create separate boxes as necessary using “+”, for instance to record updates at different times)* | Who has been appointed to keep an eye on this risk?*(In Atlas, enter in* ***Risk Owner box****)* | e.g. Completed, Not Started, On-going*(In Atlas, select treatment status in treatment box.)* |
| 1 | *e.g. Operational*  | *[e.g.** ***Cause****: COVID-19 pandemic.*
* ***Event****: Due to the COVID-19, two key outcomes planned in 2020 have been severely impacted, among which, the xxx International Forum was cancelled, and the xxx overseas visits were postponed to the next year. Meanwhile the pandemic also impeded effective communications with the local government.*
* ***Impact****: xx% of the planned activities and yy% of overall delivery target was impacted.]*
 | *[e.g. from 01/01/2020 to 31/12/2020]* | *[e.g. I = 4; L = 4]* | *[e.g.**Three actions were taken:** *An urgent project board/PSC meeting was convened on dd/mm in an effort to mitigate the possible adverse impact caused by the COVID-19;*
* *The annual work plan was adjusted based on the consensus by the PSC;*
* *The project board/PSC agreed to adopt more flexible fashions for daily communications, such as virtual meetings via Zoom.]*
 | *[e.g. Project manager xxx]* | *[e.g. Ongoing]* |
| 2 | *Choose an item.* |  |  |  |  |  | *Choose an item.* |
| 3 | *Choose an item.* |  |  |  |  |  | *Choose an item.* |
| 4 | *Choose an item.* |  |  |  |  |  | *Choose an item.* |
| [+] | *Choose an item.* |  |  |  |  |  | *Choose an item.* |

# D. MONITORING AND OVERSIGHT ACTIVITIES

**Guidance**. Please describe actions taken/to be taken for project monitoring and oversight, including site visit, PSC meetings, evaluation, audit, spot check, third party M&E exercise, training & workshops and other types of M&E review, as applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Type of Activity** | **Date** | **Details** | **Key Findings / Recommendations**  | **Responsible person with due date** |
| 1 | *Choose an item.* |  |  |  |  |
| 2 | *Choose an item.* |  |  |  |  |
| [+] | *Choose an item.* |  |  |  |  |

# E. GENDER MAINSTREAMING

**Guidance**. please provide **details** on incorporation of gender perspectives in various aspects of project management. Please provide quantitative data, qualitative case studies and success stories whenever necessary to illustrate the most significant contributions to gender equality.

Please choose the Gender marker rating of this project: [ ] **GEN-3;** [ ] **GEN-2**: [ ] **GEN-1**: [ ] **GEN-0**

|  |
| --- |
| **Implementation**  |
| 1 | Whether this project directly, or indirectly resulted / would result in the promotion of gender equality, such as promoting women’s advancement, strengthening women’s decision-making role, assisting women with caring responsibilities in taking care of her families etc.? |  |
| 2 | Whether part of the resources has been allocated in a manner that intentionally, or unintentionally addressed/ would address the identified needs of women and men? |  |
| 3 | Have women and men been equally involved in programme/project activities? Please indicate the representation rate of women in each activities of the programme /projects; and also briefly explain if the project is taking measures to increase women participation. |  |
| **Human Resources** |
| 4 | Has gender expertise/knowledge been included in TORs for projects’ consultancies, reviews, procurements, consultancy teams, etc.? |  |
| 5 | Have all project staff (incl. project manager) responsible for the different stages of work (design, implementation, monitoring and evaluation) been briefed or given training on gender issues? |  |
| **Monitoring & Evaluation**  |
| 6 | Have gender-disaggregated data and indicators (qualitative or quantitative) been collected or compiled to monitor the process and outcome of this project? |  |
| 7 | Have relevant gender issues been raised at project meetings, ensuring discussion of the impact of the project on gender equality in the country? |  |
| **Communication** |
| 8 | Are both women and men represented and visible in the communication products? Are gender stereotypes avoided (avoid portraying childbearing as the sole responsibilities of mother), and women’s needs are reflected, and voice supported? |  |

# F. PARTNERSHIPS

**Guidance**. Please provide details of partnerships engagement during the reporting period. These partnerships can either be those from the original pro doc or workplan, or those newly emerged opportunities.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of partner** | **Type** | **Role and contribution of such a partner** |
| 1 | [xxx] | *Choose an item.* |  |
| 2 |  | *Choose an item.* |  |
| [+] |  | *Choose an item.* |  |

# G. COMMUNICATION ACTIVITIES AND MEDIA EXPOSURE

**Guidance**. Please provide details of communications and advocacy activities, as well as external press releases, which shall corroborate the above sections.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Details of communications activities** | **Date** | **External link (if applicable)** |
| 1 | [xxx] | *Click or tap to enter a date.* |  |
| 2 |  | *Click or tap to enter a date.* |  |
| [+] |  | *Click or tap to enter a date.* |  |

# H. ANNEXES

**Guidance**. Include any detailed project information here, e.g. CDR, publication and knowledge products, meeting minutes, detailed action plan, agreement signed, etc. Chinese version is also acceptable.